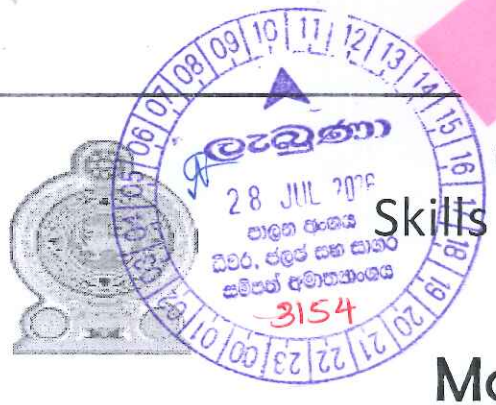


Ministry of Education, Higher Education and Vocational Education

Skills Development Fund Limited

SDFL
Creating Career Confidence ...

- Programme Schedule -

Month of August & September 2026

No	Programme Name	Date	Venue	Charges (Rs.)	Programme Coordinator
1	**Priliminay Investigation**	19th & 20th **August**	**Auditorium - SDFL -**	14,000/=	**Ms. Dhanushka** **Tel : 0713 753 873** **Email : dpaththinigama1@gmail.com**
2	**Self Manaement & Office Administration**	24th **August**	**Hotel Janaki 43 Fife Rd, Colombo 05.**	15,000/=	
3	**Salary Conversions**	07th & 08th **September**	**Auditorium - SDFL -**	14,000/=	
4	**Disciplinary Procedure**	24th & 25th **September**	**Auditorium - SDFL -**	14,000/=	

- *We kindly request you to send us the,* ***Names*** *and* ***Mobile Phone Numbers*** *of the participating officers.*
- *In-house training programmes can be arranged on your request.*

Contact : Suraji Wadduwage (Programme Officer) **Tel: 0714436638**
Email : division2sdfl@gmail.com

Skills Development Fund

Skills Development Fund Ltd
(Ministry of Education ,Higher Education & Vocational Education)

Open Workshop List for the month of August 2026

Programme Division 03

No	Workshop Name	Date	Venue	Course fee (Per Participant)	Coordinator's Name and Contact Number
1	Digital Productivity for effective office Management	24th ,25th August 2026	SDFL Auditorium	14,000	Ms.Isuri Senarath 0755915174 isurisenarathsdfl@gmail.com
2	Work Smarter with AI Tools	18th ,19th August 2026	SDFL Auditorium	14,000	
3	Event Management	20th & 21st August 2026	SDFL Auditorium	14,000	Ms.Sanduni Nimasha 0778591090 nimashasdfl@gmail.com
4	Grievance Handling	24th & 25th August 2026	SDFL Auditorium	14,000	
5	Ten Day workshop in English Language	20th of August (1st Day)	SDFL Auditorium	25,000	Ms.Kaveesha Kumarasiri 0766209966 kaveeshasdfl@gmail.com
6	One Day workshop on Workplace Email Writing	21st of August 2026	SDFL Auditorium	7000	

Note ;- Course fee is Includes Lunch , Refreshments ,Writing materials & Certificate for each participant

We kindly request you to send us the name and mobile number of the participating officer.

In House training can be arranged on your request

Contact ;- Ms.Isuri Anjana Senarath ,Program officer , 075 591 5174

Skills Development Fund Ltd (Ministry of Education ,Higher Education & Vocational Education)					
Open Workshop List for the month of September 2026					
Programme Division 03					
No	**Workshop Name**	**Date**	**Venue**	**Course fee (Per Participant)**	**Coordinator's Name and Contact Number**
1	Three day workshop on Advanced Microsoft Excel Training for Data Analysis	22nd ,23rd ,24th of September 2026	SDFL Auditorium	21,000	Ms.Isuri Senarath 0755915174 isurisenarathsdfl@gmail.com
2	Two Day workshop on fundamentals of computer Literacy and office applications for public sector officers	28th ,29th of September 2026	SDFL Auditorium	14,000	
3	Roles & Responsibilities of HR Management	29th & 30th September .2026	SDFL Auditorium	14,000	Ms.Sanduni Nimasha 0778591090 nimashasdfl@gmail.com
4	Performance Management Systems	22nd & 23rd September 2026	SDFL Auditorium	14,000	
5	Two Day workshop on workplace English skills for Management assistant and Development officers	29th ,30th of September 2026	SDFL Auditorium	14,000	Ms.Kaveesha Kumarasiri 0766209966 kaveeshasdfl@gmail.com
6	Two Day workshop on Practical Workplace Applications	23rd ,24th September 2026	SDFL Auditorium	14,000	

Note ;- Course fee is Includes Lunch , Refreshments ,Writing materials & Certificate for each participant

We kindly request you to send us the name and mobile number of the participating officer.

In House training can be arranged on your request

Contact ;- Ms.Isuri Anjana Senarath ,Program officer , 075 591 5174